



ASSISTANT CITY MANAGER

In Partnership with:



GROWING GREAT THINGS

Get to Know Hillsboro, Oregon

Hillsboro is one of Oregon's most diverse and dynamic cities, with a steadily growing population of just over 100,000. During the workday, more than 50,000 employees commute to Hillsboro by car, bicycle, bus, or Light Rail train to work at companies such as Intel, Nike, and Genentech. Hillsboro is the largest city in Washington County and serves as the county seat.

The City of Hillsboro is ideally located in the Pacific Northwest – 10 miles west of Portland – just an hour's drive from the beautiful Cascade Mountains and Columbia River Gorge to the east, and the sandy beaches of the Pacific Ocean to the west.



Known as the “high-tech hub of Oregon” or the “tallest tree in the Silicon Forest,” Hillsboro has some of the best land, power, and water resources in the country. With its thriving economy, Hillsboro is the home of Oregon's fourth-largest school district, two higher-education campuses, and 30 parks with more than 1,500 acres of designated green spaces, including Jackson Bottom Wetlands Preserve and the Orenco Woods Nature Park. The Hillsboro community proudly supports creative expression and the arts, and Downtown Hillsboro is the home of the Walters Cultural Arts Center and the highly regarded Bag&Baggage professional theatre company.

Throughout summer, Hillsboro residents can shop for fresh berries, cherries, and produce at five different weekly farmers' markets. Annual community events include the Oregon International Air Show, the Hillsboro Latino Cultural Festival, and one of the largest 4th of July parades in the Northwest. The Hillsboro Hops, the only professional baseball team in the Portland metro area, entertain fans during home games at the City's baseball stadium, Ron Tonkin Field.



Inside the City of Hillsboro

Known as a forward-thinking and visionary organization, the City of Hillsboro enjoys a reputation of excellence in its long-term strategic and fiscal planning. The City welcomes and values each resident, business, and guest by providing exceptional and equitable public services.

With a FY 2019-20 adopted budget of \$640 million, the City of Hillsboro is served by 830 full-time and 473 part-time/temporary employees who work in 12 City departments: the City Manager's Office, Community Development, Economic Development, Finance, Fire & Rescue, Human Resources, Information Services, Library, Parks & Recreation, Police, Public Works, and Water.

Like the community members they serve, City of Hillsboro employees are passionate about fostering a culturally inclusive community. The City promotes mutual respect and appreciation, recognizing that the diversity of people's backgrounds, perspectives, and lived experiences enriches the community and makes Hillsboro stronger – and more interesting. Fostering a welcoming and thriving environment for all who live, work, and play in Hillsboro elevates the community's cultural fabric, economic growth, global competitiveness, and overall prosperity.

Hillsboro's Mission Statement

The City of Hillsboro is dedicated to providing visionary leadership, delivering responsive municipal services, and fostering collaborative partnerships that enhance Hillsboro's hometown livability.



Structure of Local Government

While greatly respecting tradition, Hillsboro is unlike a traditional City government. It is a financially conservative, yet innovative and forward-thinking, full-service City. Hillsboro takes pride in being open, entrepreneurial, and cooperative in serving residents, community members, businesses, and community partners. Success to Hillsboro means working together to provide excellent municipal services and plan for a bright future for the community.

Hillsboro operates as a Council-Manager form of government. Voters elect the seven-member City Council, including the Mayor and six other City Councilors, to serve a four-year term, with a charter-imposed limit of serving no more than two consecutive terms. The City Council appoints a City Manager to conduct the business of the City. Policy decisions are the responsibility of the Council, while administrative functions are carried out by the City Manager and manager-selected staff.



Culture of Innovation

Bold and optimistic, Hillsboro is growing rapidly and with a purpose – to be the best City government imaginable. The City strives to be the public employer of choice, and employees continually look for opportunities to create the best working environment. Hillsboro is more than a city government. It is a set of values and personality traits that reflect the spirit of the community.

The City provides many opportunities for employees' personal and professional growth, and promotes a culture that embraces change for the better. Hillsboro purposefully creates experiences for employees to contribute in different ways that benefit not only the organization and coworkers, but also directly support City Council priorities. Employees have a greater impact, are connected to the mission, and understand how their role at the City is helping to achieve the [Hillsboro 2035 Community Plan](#), which details the community's shared vision for the future.

Hillsboro's Core Values

Employees at the City of Hillsboro are expected to exemplify these Core Values:

- Excellence in Public Service
- Respect for Diverse Voices and Ideas
- Responsiveness in Customer Service
- Tradition of Reliability
- Stewardship of the Public Trust
- Leadership with Ethics and Integrity
- Culture of Teamwork and communication
- Emphasis on Innovation



Employees are proud to be part of the City of Hillsboro and want to foster positive relationships, deepen their connections, and enhance their skills. An important thing you need to know about Hillsboro: they have fun. Seriously. Whether hosting art or theatre presentations during City Council meetings or elaborate comedy routines at the annual State of the City event, creativity abounds in Hillsboro.

Employees are also expected to promote a positive, respectful work environment and to be effective and collaborative team members while providing responsive municipal services to Hillsboro community members. The City's Equity Team is also currently drafting an Equity Statement that reflects the critical role equity plays throughout the organization and in the services provided.





About the Assistant City Manager Position

The Assistant City Manager serves a vital leadership role in the organization, while supporting the City Manager’s efforts to implement the City Council’s goals and policies. This position will continue the focus on Hillsboro’s strong reputation for being strategic and forward thinking as the City continues to grow, and will work to ensure Hillsboro’s new and existing infrastructure will serve the needs of the community for many years to come.

With an eye on innovation, this position will lead several City departments and work groups that may include any combination of the Public Works, Water, Economic and Community Development, Finance, and Information Services Departments. The Assistant City Manager will report directly to the City Manager and collaborate with their peer Assistant City Manager to ensure cross-departmental collaboration and open, effective communication.

Leadership Priorities

- Make the necessary time and effort to form and maintain excellent working relationships throughout the City. Be a vocal advocate for all City staff, establish trust, and encourage collaboration to prioritize and execute on achievable goals.
- Ensure internal connectivity between departments. Collaborate effectively, recognize where the work intersects, identify a common vision and common goals, and work toward them.
- Actively champion and promote respect for the City’s ongoing diversity, equity, and inclusion work. Continuously apply an equity lens through leadership and the decision-making process.
- Support internal organizational development efforts to ensure the City is able to deliver excellent services today, while preparing for the service demands of tomorrow.
- Identify innovative solutions and ensure best practices to the challenges associated with the changing landscape of critical City services delivery.
- Take the necessary time to learn and understand the community, and to embody the Hillsboro culture – the values, goals, and aspirations shared by all.



The Successful Candidate

The Assistant City Manager understands how today's decisions will impact generations to come. A forward-thinking visionary, the successful candidate will work with talented staff to ensure efficient, equitable, and reliable services to the community. The Assistant City Manager is a thoughtful, level-headed leader with the right amount of passion, patience, and heart to move the organization forward.

The City seeks an Assistant City Manager that is creative, innovative, and brings a fresh, yet experienced and measured, voice and perspective to Hillsboro. A natural convener and collaborator, the Assistant City Manager recognizes the importance of relationships and partnerships at all levels. They actively nurture an open and welcoming environment that continues to advance diversity, equity, and inclusion.

The successful candidate is an effective communicator and actively keeps others well informed. They also appreciate a good sense of humor, and have the ability to work well under stress. The Assistant City Manager is an active listener who values honesty and integrity, and believes in fostering mutual respect at all levels.

The Assistant City Manager understands and appreciates public service, providing quality of life services and, above all, values a sense of community. The successful candidate has a combination of skills and education that enable success as Hillsboro's Assistant City Manager, such as a bachelor's degree and 10 years of related experience. Previous local government experience is highly preferred.



The Assistant City Manager brings a broad and diverse background into public service, ideally in a leadership role. The successful candidate embraces Hillsboro's culture and adheres to and delivers on the values and mission of the City.

Compensation

The Assistant City Manager is an at-will position with a salary range of \$133,967 to \$176,292. For a complete list of the City's extensive benefits, please visit [Hillsboro-Oregon.gov/Benefits](https://hillsboro-oregon.gov/Benefits).

To Be Considered

Hiring unique individuals who reflect and enhance the diverse community Hillsboro serves is essential to delivering exceptional City services and programs. The City of Hillsboro is committed to creating and supporting an inclusive and welcoming environment for all employees to thrive. The City values, respects, and empowers employees' authentic voices and innovative ideas.

All qualified applicants are encouraged to apply as soon as possible, and no later than November 17, 2019.

Cover letters expressing your interest in the City of Hillsboro – and how you would succeed in the role – should be addressed to Heather Gantz. Please submit your resume and cover letter via [Waldron's Candidate Web Portal](https://www.waldronhr.com/candidates).

The search for the City of Hillsboro's Assistant City Manager is being assisted by a team from Waldron:

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